

Application No # _____ - **V** _____ **Circulated for Review:** ____ / ____ / 07

Building Application # _____ - **B** _____ **Sign Posted:** ____ / ____ / 07

Notice Mailed: ____ / ____ / 07 **Hearing Date:** ____ / ____ / 07 **Approved/Denied:** ____ / ____ / 07

Form Approved 09/19/2006

Town of Garrett Park Variance Application

Property Street Address:

Lot Number: _____ Block Number: _____ Historic Property: Yes / No
Property Owner Name(s): _____ PO Box: _____

Address (If different than above):

Telephone: (Home) _____ (Work) _____ (Mobil) _____

Email: _____

Applicant (If different from Owner):

Relation to Owner (Architect, Builder, other authorized agent)

Applicant Address (If different from Owner):

Contact Person:

Telephone: (Home) _____ (Work) _____

(Mobil) _____

Email: _____

Reason for disapproval of Building Permit (Please cite Section of Code of Ordinances):

Town Office
PO Box 84

4600 Waverly Avenue
Garrett Park, MD 20896-0084
Tel: 301 933-7488 Fax: 301 933-8932
Garrett-park@comcast.net
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Define the Special Circumstance and Hardship that are the basis of the need

for relief (Be specific! Attach additional sheet if needed):

Describe the nature and extent of relief sought (Attach additional sheet if needed):

The following information must be submitted with this application in order

for it to be accepted as complete:

- 1) Copy of disapproved Garrett Park building permit application.
- 2) Two (2) copies of a site plan showing the size and the relationship of the

existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor (minimum scale: 1 inch = 20 feet). This plan must clearly show:

- Square footage of any proposed addition, including any proposed covered porches and decks elevated above the ground.
- Square footage of any existing building footprint, including any proposed covered porches and decks elevated above the ground.
- Distance of proposed new construction from lot lines.
- Distance of any existing structures from lot lines.

3) Photographs or measured drawings of all affected elevations of existing structures.

4) Gross floor areas of basement, all floors and attic of all existing and proposed buildings and additions.

5) Variance Application fee of \$50 (nonrefundable): Rec'd _____ Ck # _____

6) Sign deposit of \$75 (separate check from fee): Rec'd _____ Ck # _____

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In some cases, the Town may require additional information before your

application is accepted as complete, including, but not limited to:

Required:

Yes No Copy of Montgomery County building permit for identical work.

Yes No Copy of complete Montgomery County application for a building permit for identical work.

Yes No Copy of Montgomery County Historic Area Work Permit (if property

is in the Garrett Park Historic District).

Yes No Construction drawings of proposed new work (Minimum scale: 1/8 in. = 1 ft.).

Yes No All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).

Yes No All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).

Yes No Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.

Yes No Other Documents:

I certify that I have the authority to make this application, and that the information in this application is correct:

Signature of Owner or Authorized Agent

Date: ____ / ____ / ____

Please Print Name

On ____ / ____ / ____ the Garrett Park Town Council

APPROVED/DENIED this

application for a variance:

Clerk-Treasurer

Date: ____ / ____ / ____